

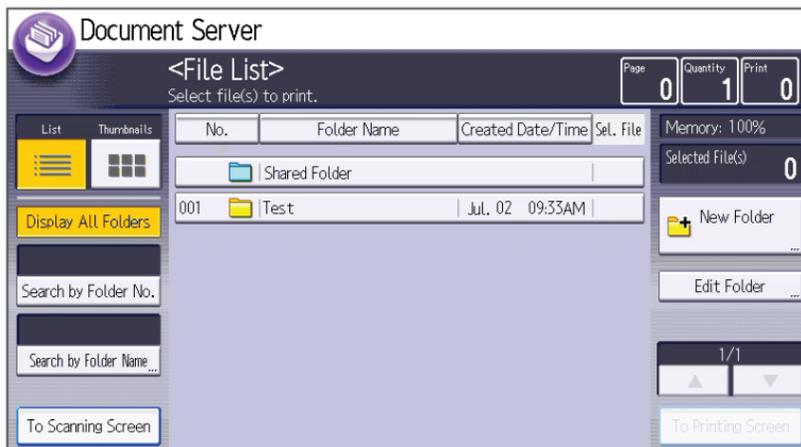
RICOH PRODUCT QUICK GUIDE

DOCUMENT SERVER

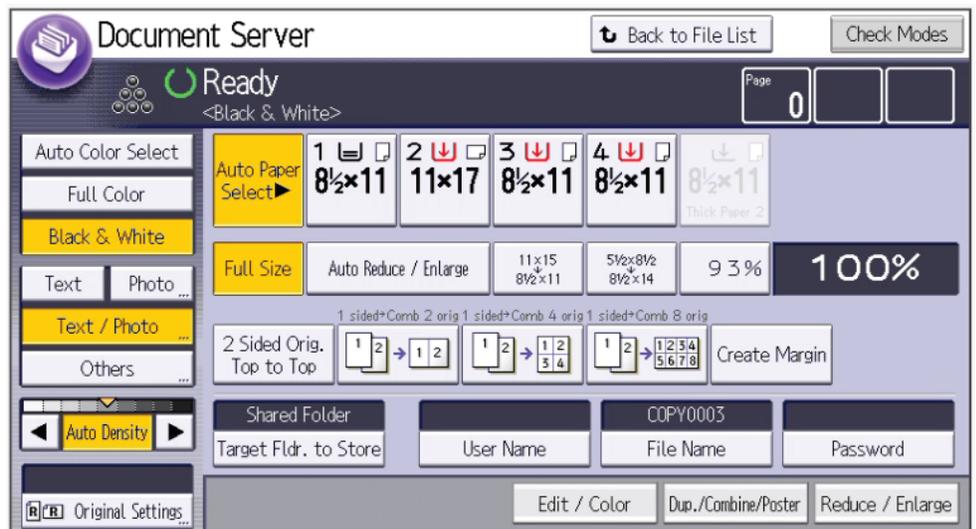
The Document Server allows users to store files to the MFP's hard-drive. To use this feature select the [Document Server] hard-key located on the left side of the control panel.

Storing a Document in the Document Server:

- Place documents in the document feeder, face-up
- Select the Document Server hard-key
- Touch **To Scanning Screen** at the bottom of the page

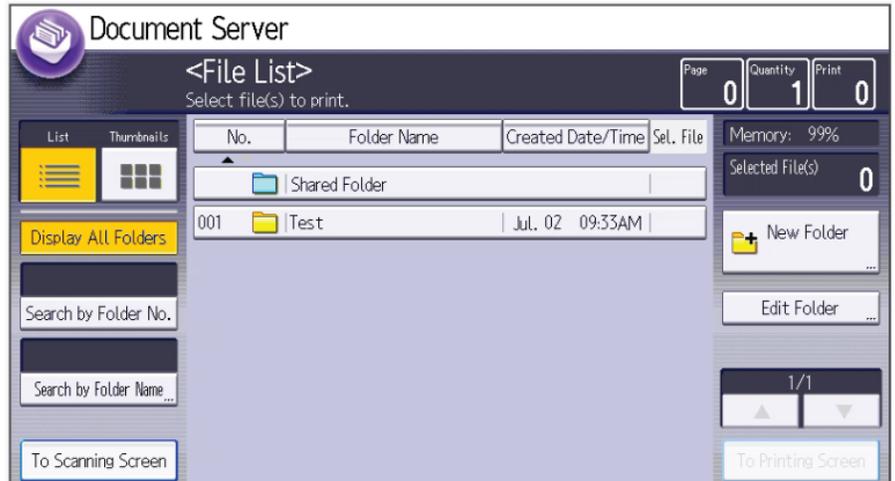


- From here you can select any settings needed to describe your original (for example, if it is 2-sided you can select that icon from this screen or if it is color etc.)
- Touch **File Name** to name the document using the touch panel keyboard. When finished select **OK**
- You can also select a folder to save the document and/or password protect the document
- Press **Start**

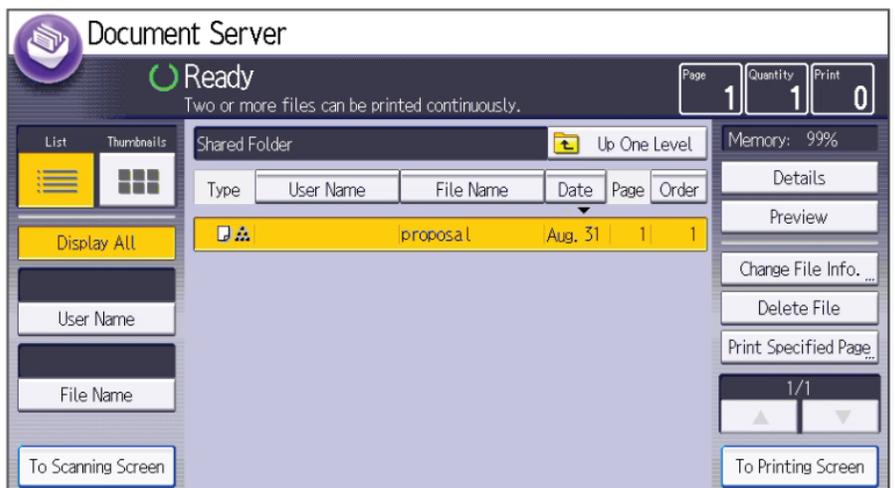


Printing a Document from the Document Server:

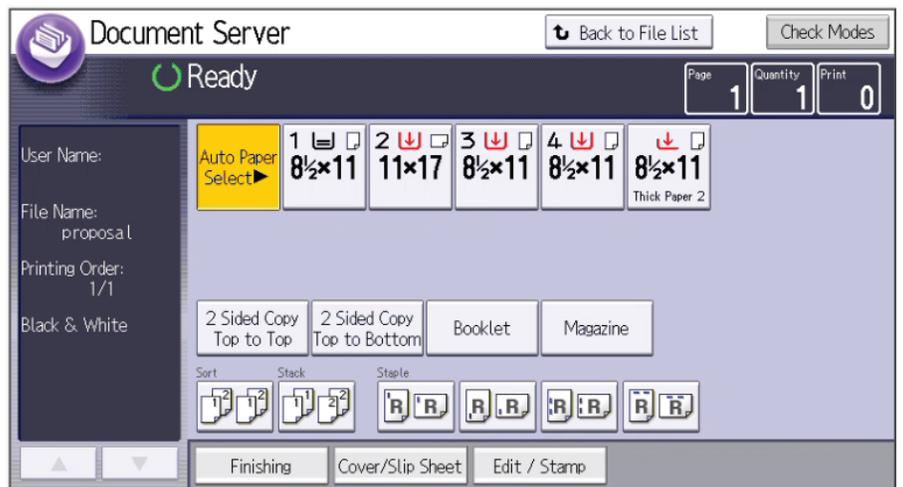
- Press **Document Server**
- Select the folder where the document resides



- Touch the file you wish to print so it is highlighted
- Select **To Printing Screen**



- Select any additional features you wish to perform
- Press **Start**



Deleting a File from the Document Server:

- Press **Document Server**
- Select the file you wish to delete
- Press **Delete File**
- A screen will appear asking if you are sure you wish to delete this file – Select **Yes**